

## Coastal and Environmental Affairs Program Coordinator---Position Description

Position Title: Coastal and Environmental Affairs Program Coordinator

Department: Office of Coastal and Environmental Affairs (OCEA)

Reports to: Director of the Office of Coastal and Environmental Affairs

Position Summary: Provides support for Director of office through programmatic coordination of the New Orleans Office of Coastal and Environmental Affairs (OCEA).

### Minimum Qualifications:

- Advanced degree in Environmental Policy
- Experience in developing and coordinating community outreach efforts of various types and with diverse audiences
- Experience in technical writing that can be targeted for audiences including scientists, policy-makers at the state and local levels, program officials, foundations, and the general public
- Knowledge of pressing Coastal and Environmental Issues in the New Orleans region
- Familiarity with state and federal agencies relevant to energy efficiency and coastal restoration
- Proficient in Microsoft Word, PowerPoint, Excel, and adept at utilizing internet tools for research purposes
- Experience in developing and coordinating meetings and logistics and managing schedules for a dynamic office.
- A willingness to learn and be open to performing new tasks as they arise.

### Key Responsibilities and Performance Standards (PS):

Responsibility (I)	% Effort
<p>Provide assistance in coordination of OCEA's coastal zone management functions. This includes:</p> <ul style="list-style-type: none"><li>• Receiving, proper filing and submission of coastal use permit applications to the Louisiana Department of Natural Resources (LDNR)</li><li>• Maintain regular communication with LDNR on permit applications and other matters relative to OCEA's coastal zone management functions</li><li>• Provides assistance in the convening and regular business of OCEA's Coastal Zone Management Advisory Committee</li><li>• Manage logistics for a busy office</li><li>• Provide support writing emails and typing documents when needed</li><li>• Staff Director of office when necessary</li></ul> <p>PS: 1) Communicates regularly with OCEA's director who serves as supervisor, 2) prepares and meets milestones and deadlines as developed with supervisor, and 3) keeps supervisor and relevant OCEA staff informed of progress on work tasks 4) participates in relevant trainings to stay updated on CZM functions.</p>	30%

Responsibility (II)	
Provides assistance in coordination of activities relative to the Orleans Land Bridge project and other relevant projects in the realm of flood protection and coastal zone management PS: 1) Provides timely and thorough assistance to supervisor on all project reporting and other oversight relative to this area of work and, 2) whenever possible, represent supervisor at any meetings relative to this area of work	25%
Responsibility (III)	
Provide assistance to supervisor relative to green building/energy efficiency activities and functions of the OCEA <ul style="list-style-type: none"> <li>• Provide assistance to supervisor relative to the development of efforts to enhance the municipal building codes in a green, energy efficient manner</li> <li>• Provide assistance</li> </ul> PS: 1) Communicates regularly with supervisor and other relevant OCEA staff for appropriate oversight and review of work, and 2) responds to requests and all deadlines in a timely manner 3) communicates and coordinates with outside groups for training and collaboration when possible	20%
Responsibility (IV)	
Perform other duties as needed PS: 1) Always maintains a sense of eagerness, understanding and dependability in performing additional duties relative to the OCEA and as requested by supervisor, 2) demonstrates the highest degree of professionalism in working with internal and external points of contact within the OCEA, Mayor's Office and City Hall, and 3) performs all assignments with attention to time and detail	25%

Financial Responsibility: None

Supervisory Responsibility: None

#### Compensation

Salary is commensurate with experience.

#### Application Process

Interested candidates should submit a resume, cover letter, and any other relevant materials, to Mary Pettingill at [mgpettingill@nola.gov](mailto:mgpettingill@nola.gov) no later than 5:00 pm, on June 15, 2011.